

Weeks Public Library
Trustees' Meeting Minutes
Tuesday, June 9, 2015

Present: Trustees – D. Rockefeller, M. Willis, M. Fodero, B. Henneberry
Library Director D. Grimse

1. The draft minutes of the May 26, 2015 meeting were accepted with two minor changes.
2. Donations as well as a grant from the N.H. Humanities Council were accepted.
3. The payroll for the current period was reviewed and approved.
4. The director presented her report for May 2015. A brief discussion occurred about how to present the data for library activities, but no consensus emerged for a change.
5. Air conditioner repair: The director reported on two repair visits necessary to fix the air conditioner for the library. The total bill for the repairs was \$651.96. Some work that typically is included in the annual maintenance service schedule was not included in the bill. After discussion, the trustees decided that the air conditioner had not yet reached the end of its usefulness and did not need to be replaced at this time. However, it was noted that such repair bills could add up quickly, and that the trustees need to keep this in mind in drawing up the annual budget.
6. Front door: The trustees agreed that the painting of the front door by Dave Picha looked very good. The director noted that he would finish some final detail work soon, plus installation of reflectors in the parking area and street address numbers on the front door.
7. Exterior painting project: The director reported the three estimates for painting the exterior trim of the building that she had obtained. The trustees decided to award the contract to F.A. Gray Company which had presented the lowest bid, subject to review by the selectmen.
8. Roof tiles: The director reported on the roof tile inspection conducted by MJ Murphy & Sons of Dover. The contractor stated that slate tiles need to be replaced in six locations and estimated that replacement of the tiles would cost about \$1700. The trustees recognized that the slates had to be replaced, and that the amount needed could not be found in the current budget. They decided to request the selectmen to release the necessary funds from the library's emergency fund.

The trustees also decided that, if the money was available, the contract should be awarded to MJ Murphy & Sons, because they have done good work in the past and because there were very few companies in the state that did such work with slate tiles.

9. Mission Statement: The trustees decided to postpone discussion of the library's mission statement until the next working session.

10. In memory of Mary Mueller: The director recalled the many contributions made to the library by Mary Mueller and her family over the years, and noted that the family had asked that donations to the Friends of the Library be made in lieu of flowers for Mary's funeral. The Friends had received a large number of donations and were considering how to use them in the best way. The trustees will recommend to the Friends that the money donated in Mary's memory be used to help furnish the planned new library facilities, with an eye to finding a suitable way to remember her.

11. New library plans: The director reported that members of the staff were visiting new library buildings in the neighboring towns to gather best practice ideas. She suggested that as planning proceeds, the trustees sponsor focus groups to gather the views of the town. D. Rockefeller reported on his meeting with the town building inspector to discuss building permit issues. The trustees decided to hold another working session on June 30 at 6:30 p.m.

12. The director's request for reimbursement of mileage was approved.

13. Auditors' report: The director reported that the auditors had found only a few minor shortcomings in the way the library is handling its funds. The trustees agreed on a procedure to reconcile two "stale" checks that were outstanding and on a more formal review process in the disbursement of checks and of approving the payroll. Also, the director will draft a policy for use of the library's credit card for the trustees to review at their next regular meeting.

14. The next working session focused on the building project will be at 6:30 p.m. on June 30. The next regular library trustees' meeting will be at 4:30 p.m. on July 14, 2015. The meeting then adjourned.

Submitted by,
Mark Willis
Acting secretary

Director's Report follows:

Weeks Public Library Director's Report

June 2015

	Circulation		Change	Number of Events		Event Attendance	
	2015	2014		2015	2014	2015	2014
January	3,637	3,674	-1.01%	32	29	264	221
February	3,204	3,592	-10.8%	32	28	231	276
March	3,544	3,850	-7.95%	42	35	347	440
April	3,379	3,558	-5.03%	35	26	261	262
May	3,093	3,879	-20.26%	20	29	145	350
Totals	16,857	18,553	-9.14%	161	147	1,248	1,549

	Downloadable Books						Learning Express	
	Audiobooks		eBooks		Digital Magazines		2015	2014
	2015	2014	2015	2014	2015	2014		
January	139	109	163	135	NA	NA	4	0
February	145	113	134	121	NA	NA	0	0
March	165	113	161	160	7	NA	3	0
April	148	123	171	128	15	NA	0	1
May	134	127	177	135	8	NA	1	8
Totals	731	585	806	679	30	NA	8	9

	Mango Languages		Heritage Quest		Ancestry Library Edition		Universal Class	
	2015	2014	2015	2014	2015	2014	2015	2014
January	24	3	99	33	7	0	2	0
February	39	15	27	36	0	0	1	1
March	54	1	98	78	0	3	1	11
April	32	13	52	44	39	0	19	13
May	7	4	0	104	2	24	18	2
Totals	156	36	276	295	48	27	41	27

Donations: \$65 needs to be accepted in donations and \$250 in New Hampshire Humanities Council grant money.

Events and Classes:

In May, adults learned about World War II songs, discussed a World War II novel, watched a World War II movie, challenged their brains at cribbage nights, and met with friends on Friday mornings. Children built new Lego projects, experimented with different painting techniques, and attended story times. Unfortunately, the new day for Baby Lap Sit has not brought in the babies and the Tardis shelving unit did not bring the teens into the library for the "British Invasion" event.

June events include the last Lego Building day for the school year, the continuation of Baby Lap Sit and Family Story Time sessions, cow day, and the official start of summer

programming for children, tweens, and teens. Kick-off events include “Save a Seal” presented by the Seacoast Science Center and Throwback Thursday for grades 5 and up. Adult events include a NHHC lecture, “Wit and Wisdom: Humor in 19th Century New England,” Classic Movie Night featuring *Saboteur*, the Friends’ Annual Meeting at Nik & Charlie’s, the Teen Tech Help Night, and the weekly cribbage nights and Friday Morning Group meetings.

Meetings, Workshops, and Events:

5/7 NH Youth Adult Librarians (YALS) Conference: Candace Yost - Learned about the grant writing process, various technology applications, and useful websites for readers. Book talks and Flume Award information also were presented at the conference. Flume books are for students in grades 5 & 6. The 2014-15 winner, Eleanor & Park by Rainbow Rowell, was announced along with next year’s list. Notable YA author, Nancy Werlin, discussed her writing process and life experiences.

5/11 Friends’ Meeting: Denise Grimse and Trustees Bette Henneberry and Mark Willis– The group reviewed the May fundraisers, planned the annual meeting, approved the fall mums fundraiser, discussed content for the Grapevine and library newsletters, and reviewed the Friends’ brochure.

5/14 NH School Library Media Association (NHSLMA) Conference: Susan MacDonald – Along with other members of the Great Stone Face committee, Susan presented the 2014-15 winner and book talked next year’s list of titles at the “Tea.” The winner was Escape from Mr. Lemoncello’s Library by Chris Grabenstein.

5/18 NH Library Trustees Association (NHLTA) Conference: Denise Grimse, Trustees Bette Henneberry, Marcia McLaughlin, Mark Willis – The theme was “Rising to the Challenge: Re-Envisioning Public Libraries.” We attended various breakout sessions focused on understanding the future of public libraries. Understanding your community, flexibility, and technology were reoccurring focus points.

5/19 NH Retirement System (NHRS) Education Session: Denise Grimse – Attended this employee informational session in Concord to review important aspects and details of NHRS retirement benefits.

Respectfully submitted,
Denise Grimse, Director